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[REDACTED] :jmc  
29 July 1965

Office Notice

1. In accordance with Agency regulations, a Career Board is established in the Office of Basic Intelligence. The following are designated to serve as members of this Board:

James A. Bramwell, Chairman

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[REDACTED] Executive Secretary

2. Division Chiefs will serve as members when personnel under their supervision are the subject of discussion.

3. It will be the responsibility of the OBI Career Board to direct within the Office the application and functioning of the Career Service Program, including but not limited to:

a. Executing relevant decisions of the CIA Career Board and making recommendations to the CIA Career Board for improvement of the Career Service Program.

b. Sponsoring, developing, and executing the Career Service Program of the Office of Basic Intelligence.

c. Reviewing Fitness Reports and proposed development plans for individuals in terms of training, assignment, advancement, rotation, and promotion.

GROUP 1  
Excluded from automatic

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- d. Reviewing applications for job vacancies and making recommendations as appropriate.
- e. Reviewing continuously conditions of service and duty with a view to making recommendations to the CIA Career Board concerning working conditions and benefits that can strengthen morale.

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[REDACTED]  
Executive Assistant  
Office of Basic Intelligence